



## GENERAL BUILDING PERMIT APPROVALS & REQUIREMENTS

*If you are paying for your permit by American Express, Discover, MasterCard or Visa, you may fax your application.  
The credit card information section must be filled in.*

*Our FAX number is 651-266-9124.*

*If paying by check, please mail the application and check to us. Make checks payable to: City of St. Paul*

### FOR NEW CONSTRUCTION AND MULTI-FAMILY RESIDENTIAL OR COMMERCIAL ADDITIONS

Building Permit Application and two (2) complete sets of plans must have stamped approval by the following Offices prior to submittal to the plan examination section in DSI at 375 Jackson Street, Suite 220.

#### REQUIRED

- 1) Public Works – 10<sup>th</sup> Floor City Hall Annex  
25 W. 4<sup>th</sup> Street  
(Bring Lot Survey with Legal Description)

Assigned Address: \_\_\_\_\_

Pin # : \_\_\_\_\_

Legal Description:

#### REQUIRED

- 2) Public Works – Sewer 7<sup>th</sup> Floor City Hall Annex  
25 W. 4<sup>th</sup> Street  
(Sewer Size and Location)

### FOR OFFICE USE ONLY

Review	Required	Initials/OK	Date
HPC			
SITE PLAN REVIEW*			
SPECIAL USE PERMIT			
ENVIRONMENTAL / FOOD			

Site Plan Review is required for new construction and additions to commercial buildings or residential buildings with 3 or more units.  
(651-266-9086)

Building Field Inspectors are in the office for inspection requests between 7:30 – 9:00 AM, Monday – Friday. Phone number is 651-266-9002.  
Permit Fee Information can be obtained by calling 651-266-8989, Monday – Friday, 7:30 – 4:30.

Visit our Web Site at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)